Final Report Checklist / Procedures

1. **After 45 days have passed** from the end of the training period, log into your WDTF account and complete Steps 2-5 listed below to be eligible for reimbursement.

2. Answer the Final Report Question(s) located in "Application and Final Report Questions" section of your grant application.

3. Upload the following applicable documentation:
   - ☐ Verification of Attendance; examples include but are not limited to:
     - o Copy of the trainer's sign-in sheet with trainee(s) signatures
     - o Certificate of Completion
     - o Notice of Continuing Education Units
     - o Signed acknowledgment from the trainer of trainee(s) attending
     - o Attendance Verification available for download here: https://dws.wyo.gov/dws-division/business-training-support-unit/workforce-development-training-fund/business-training-grants/
   - ☐ Training Summary: A short paragraph from each trainee, to include their name and brief description of what they learned and how the training benefited them
   - ☐ Agenda from the training provider which includes the dates that correspond with the contract training period
   - ☐ Verification of Employment -- A payroll record including:
     - o Trainee(s) first and last name
     - o Last 4 digits of the trainee(s) social security number, if applicable
     - o Pay period shows consecutive employment 45 days after the training end date
     - o Hourly wage or salary of the trainee(s)
     - o Alternate Employment Verification available for download here: https://dws.wyo.gov/dws-division/business-training-support-unit/workforce-development-training-fund/business-training-grants/
   - ☐ Proof of payment / receipts corresponding to your grant application:
     *Note: All Proof of payment documents must include trainee(s) names
     - o Registration/Tuition
     - o Airline receipt showing dates of travel
     - o Class Materials receipts
     - o Mileage – please upload a map that includes city to city mileage
     - o Rental Car Receipt showing dates and location of rental and trainee(s) name
     - o Other Travel Expenses that occurred during the Training Period, directly related to the training

4. Check the box confirming you have uploaded your documents and are ready to submit your Final Report. ****This box *must* be checked for your final report to be submitted****

5. Click the blue Submit Final Report button.